



JOB DESCRIPTION

Title: **COMMERCIAL METER READER**
Department: Finance-Administration /Customer Services
Class Code: 8050
FLSA Status: Non-Exempt
Effective Date: July 30, 1984 (Rev. 04/02)
Grade Number: 9

GENERAL PURPOSE

Under general supervision from the Meter Reader Supervisor, performs routine work in reading commercial power and water meters and assists in bill collecting.

EXAMPLE OF DUTIES

- *-- Reads all commercial power and water meters assigned; drives truck to various commercial businesses in Murray; records meter readings; submits reads to auditing.
- *-- Connects power and water meters upon request; disconnects power and water meters upon request. Assists bill collector with nonpayment as needed.
- *-- Performs after hours connects and disconnects of residential power and water meters on a rotating stand by basis.
- *-- Hand delivers notice of disconnection to past due residences during the winter months (November 1 through February 28).
- *-- In absence of meter readers, fills in as needed.
- Analyzes consumer problems when power or water usage is excessive; verifies excessive power or water usage.
- Identifies and reports irregularities, defects or damages to meters.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from High School or an equivalent and one (1) year experience in reading residential and commercial power and water meters or any equivalent combination of education and experience.

Special Requirements

- Must possess a valid Utah Driver's License.
- Must be generally available and respond to after hour "call-outs" at any time of day, year-round, regardless of weather conditions.

Necessary Knowledge, Skills and Abilities

- Some knowledge of reading power meters (electronic and mechanical demand meters) and water meters; some knowledge of Murray City layout and meter locations.
- Ability to relate to the public; ability to make quick accurate meter readings. Ability to communicate both verbally and in writing.
- Ability to perform work in accordance with city safety code and regulations.

TOOLS & EQUIPMENT USED

- Microcomputing device, various hand tools, radio, and other equipment pertaining to this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to sit, and to reach with hands and arms. The employee is constantly required to stand, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to stoop, kneel, crouch or crawl; talk or hear.
- The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is regularly exposed to wet and/or humid conditions, ambient air, temperature extremes, traffic, and risk of electrical shock.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.